

**Gov's Off - Human Resource, Division of
Personnel Services**

Description:

Recruitment and Testing: To provide agencies with registers to hire quality employees in a timely, accurate, and effective manner. Registers will be developed using valid, efficient, and up-to-date testing methods that will rank candidates based on their potential to perform state jobs.

Classification: Provide a flexible, streamlined classification structure that is reflective of agencies' responsibilities and enhances their ability to achieve their mission.

Compensation: To direct a compensation system that attracts, retains, and recognizes the performance of employees with pay practices that are consistent, yet flexible.

Consultation and Training: To enhance the quality of Idaho State workforce by providing performance consultation and supervisory/managerial training opportunities.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Maintain a personnel recordkeeping system to facilitate routine employee personnel actions, improve speed and quality of applicant certification process, and provide accurate personnel information reports.

A. Job applications received.

Actual Results			
1997	1998	1999	2000
18,155	28,000	23,368	22,592
Projected Results			
2001	2002	2003	2004
25,000	25,000	25,000	25,000

B. Names placed on registers.

Actual Results			
1997	1998	1999	2000
11,106	8,750	8,750	16,624
Projected Results			
2001	2002	2003	2004
8,250	8,000	10,000	10,000

C. Number of register requests.

Actual Results			
1997	1998	1999	2000
2,632	2,000	2,000	3,155
Projected Results			
2001	2002	2003	2004
1,900	1,800	2,500	2,500

D. Number of applicants certified.

Actual Results			
1997	1998	1999	2000
31,880	38,000	36,000	62,525
Projected Results			
2001	2002	2003	2004
35,000	34,000	35,000	35,000

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E. EIS (Employees Information System) actions processed.

Actual Results			
1997	1998	1999	2000
22,042	50,190	39,007	25,065
Projected Results			
2001	2002	2003	2004
26,000	27,000	28,000	29,000

F. Current PE (Performance Evaluation) forms added.

Actual Results			
1997	1998	1999	2000
12,270	13,819	13,461	14,178
Projected Results			
2001	2002	2003	2004
14,500	15,000	15,500	16,000

2. Conduct job analysis, develop job-related selection services, or review existing tests as required by professional testing standards and EEO requirements for all classifications.

A. Written exams developed or revised.

Actual Results			
1997	1998	1999	2000
12	17	3	25
Projected Results			
2001	2002	2003	2004
25	10	5	5

B. Oral exams prepared.

Actual Results			
1997	1998	1999	2000
131	128	38	100
Projected Results			
2001	2002	2003	2004
100	130	75	75

C. Education and experience ratings developed.

Actual Results			
1997	1998	1999	2000
270	232	292	200
Projected Results			
2001	2002	2003	2004
200	250	300	200

3. Review and revise instructional materials to agency supervisors or board members and candidates.

A. Number of job announcements prepared.

Actual Results			
1997	1998	1999	2000
787	904	870	499
Projected Results			
2001	2002	2003	2004
650	700	700	700

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B. Number of examinations administered.

Actual Results			
1997	1998	1999	2000
13,298	8,626	10,822	9,193
Projected Results			
2001	2002	2003	2004
10,500	10,000	10,000	10,000

4. Maintain and improve the classification and compensation system.

A. New job classes established.

Actual Results			
1997	1998	1999	2000
38	19	43	40
Projected Results			
2001	2002	2003	2004
20	20	25	25

B. Qualification statements.

Actual Results			
1997	1998	1999	2000
374	301	256	60
Projected Results			
2001	2002	2003	2004
100	100	100	100

C. Job classes revised.

Actual Results			
1997	1998	1999	2000
294	176	140	175
Projected Results			
2001	2002	2003	2004
225	200	175	175

D. Position audits.

Actual Results			
1997	1998	1999	2000
1,696	888	1,702	462
Projected Results			
2001	2002	2003	2004
400	400	400	400

E. Classifications deleted.

Actual Results			
1997	1998	1999	2000
71	100	155	52
Projected Results			
2001	2002	2003	2004
50	50	30	30

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5. Develop Affirmative Action Plans.

A. Affirmative Action Plans.

Actual Results			
1997	1998	1999	2000
1	0	2	2
Projected Results			
2001	2002	2003	2004
2	2	2	2

6. Maintain capability to assist agencies with appeals.

A. Number of appeals filed.

Actual Results			
1997	1998	1999	2000
19	19	36	40
Projected Results			
2001	2002	2003	2004
45	50	50	50

7. Ensure internal equity of state jobs through Hay Job Evaluation System.

A. Classifications evaluated using job evaluation system.

Actual Results			
1997	1998	1999	2000
79	19	19	56
Projected Results			
2001	2002	2003	2004
50	50	50	50

8. Determine competitive labor market average rates through salary surveys. Develop salary recommendations for state employees and provide to Governor and Legislature each year.

A. Salary surveys conducted.

Actual Results			
1997	1998	1999	2000
2	0	2	2
Projected Results			
2001	2002	2003	2004
2	2	2	2

9. Performance Consultation: Organizational development projects and facilitation of intervention efforts.

A. Number of projects.

Actual Results			
1997	1998	1999	2000
5	8	5	780
Projected Results			
2001	2002	2003	2004
2	5	5	8

B. Number of interventions.

Actual Results			
1997	1998	1999	2000
2	6	5	780
Projected Results			
2001	2002	2003	2004
2	5	5	5

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C. Number of total hours.

Actual Results			
1997	1998	1999	2000
50	90	100	1,500
Projected Results			
2001	2002	2003	2004
100	100	100	100

10. Professional Development Opportunities: course delivery, course coordination, and management development plan.

A. Number of courses.

Actual Results			
1997	1998	1999	2000
60	81	79	60
Projected Results			
2001	2002	2003	2004
50	90	90	90

B. Number of student hours.

Actual Results			
1997	1998	1999	2000
12,000	12,000	11,875	10,000
Projected Results			
2001	2002	2003	2004
10,000	16,500	16,500	16,500

C. Number of coordinated courses.

Actual Results			
1997	1998	1999	2000
7	13	9	12
Projected Results			
2001	2002	2003	2004
2	15	15	15

D. Level of satisfaction.

Actual Results			
1997	1998	1999	2000
	90% @ 4.2	90% @ 4.2	90% @ 4.5
Projected Results			
2001	2002	2003	2004
90% @ 4.5	90% @ 4.5	90% @ 4.5	90% @ 4.5

11. Technical Assistance: resource information and knowledge/methodology information.

A. Number of requests.

Actual Results			
1997	1998	1999	2000
30	22	35	780
Projected Results			
2001	2002	2003	2004
50	35	35	35

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Program Results and Effect:

Reducing the total number of announcements will allow staff to spend more time insuring exams used are predictive of applicant success on the job. Fewer announcements allow us to develop registers faster and provide better service to the agencies without growth in our staff. The faster this work can be accomplished the more likely our most qualified group of candidates will still be available.

New test methods allow us to test for more behaviorally oriented items which in many instances seem to be more important to success on the job than some of the skills an applicant possesses.

Succession plans will help agencies reduce the amount of time vacancies may exist and help them plan the domino effect they frequently experience when someone retires from their staff. Continual process improvement allows us to use technology to work smarter and not just harder.

Classification meetings allow Human Resources and state agencies to discuss individual agency classification needs and plan together for each years projects. This insures we can meet individual agency organizational needs as well as maintain the currency of general classifications. These meetings are also used as a forum for discussing changes to simplify processes and procedures.

Position audits insure employees are properly classified and paid. In the event of a vacancy, the position is properly classified for recruitment purposes.

Reduction in the number of classifications provides for a more flexible structure for agencies. Agencies have more flexibility to transfer employees, and fewer positions to announce and test for which will expedite the hiring process.

The job evaluation system ensures fairness in the assignment of state jobs to pay grades in the compensation schedule.

Accurate information concerning competitive labor market average rates of pay will help state agencies attract and retain a quality workforce. These employees deliver services to all of the people of the State of Idaho.

Compensation information can help agencies make informed decisions regarding state employee pay, in support of the mission of the agency.

- *increased productivity and quality effort from workforce
- *increased opportunity for state leadership development
- *enhanced supervisory practices

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